



# COUNTY OF LOS ANGELES

## DEPARTMENT OF HUMAN RESOURCES

HEADQUARTERS  
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**LISA M. GARRETT**  
DIRECTOR OF PERSONNEL

March 8, 2013

To: Each Supervisor  
From: Lisa M. Garrett  
Director of Personnel

Subject: **MANAGEMENT FELLOW OPEN COMPETITIVE EXAMINATION**

We have commenced our recruitment process for the County Management Fellows Program (Program). The exam will post today, Friday, March 8, 2013, on the Department of Human Resources (DHR) "Jobs Coming Soon" page, and applications will be accepted beginning **March 11, 2013 through March 15, 2013** until 5:00 PST.

Candidates are required to apply **online only**. We invite interested candidates to visit our website at <http://hr.lacounty.gov>. Beginning on Monday, March 11, 2013, they can find a link to the bulletin on DHR's home page under the County Management Fellows Program marquee or search for the bulletin by clicking on the Career Opportunities tab. We will also add a link to the Program's Facebook page. The job bulletin will contain complete filing and examination information. We have attached a copy of the bulletin for your information.

If you have any questions, please contact me at (213) 974-2406, or your staff may contact Carla D. Williams at (213) 893-7810 or [cawilliams@hr.lacounty.gov](mailto:cawilliams@hr.lacounty.gov).

LMG:SKT:SA  
CDW:ELD

Attachment

c: Board Chief Deputies  
Deputy Chief Executive Officers  
Department Heads

Close

<b>Bulletin Number</b>	17094BR
<b>Type of Recruitment</b>	Open Competitive Job Opportunity
<b>Department</b>	Human Resources Countywide Exams
<b>Position Title</b>	MANAGEMENT FELLOW
<b>Exam Number</b>	257
<b>Filing Type</b>	Standard
<b>Filing Start Date</b>	03/11/2013
<b>Filing End Date</b>	03/15/2013
<b>Filing End Time</b>	5:00 pm PST
<b>Salary Type</b>	Monthly
<b>Salary Minimum</b>	\$4,650.31
<b>Salary Maximum</b>	\$7,038.62
<b>Special Salary Information</b>	<b>Management Appraisal of Performance Plan (MAPP):</b> This position is subject to the provisions of the Management Appraisal of Performance Plan (MAPP). Initial salary placement and subsequent salary adjustments will be made in accordance with MAPP guidelines and regulations.
<b>Benefits Information</b>	<b>Non-Represented Employees</b> • Cafeteria Benefit Plan • Defined Contribution Retirement Plan • Deferred Compensation & Thrift Plan • 11 Paid Holidays • Generous Vacation and Sick Leave Benefits • Flexible Work Schedules
<b>Position/Program Information</b>	<p>Positions allocable to this class are characterized by their participation in the County Management Fellows Program designed to provide participants with an overview of Countywide or departmental management and program operations and prepare incumbents for higher level management positions. The County Management Fellows Program is a two-year paid fellowship designed for individuals who are interested in pursuing a career in County government. This new program will provide participants with a unique opportunity to work in one of the 35 County departments, participating in the many dynamic programs and services that are provided to County residents.</p> <p>Participants work under the general supervision of a higher level supervisor or manager and have responsibility for analyzing and making recommendations for the solution of Countywide or departmental problems in their assigned areas of administration or program operations. Training is primarily received through analytical assignments, classroom instruction, group and individual conferences and on-the-job instruction from a fellowship mentor. Management Fellows exercise increasing independence of action in researching, analyzing, and making recommendations for the solution of increasingly complex problems and gain knowledge of management techniques and principles and the ability to motivate and lead employees. Incumbents must have strong communication and interpersonal skills in order to work effectively with departmental management, representatives of other County departments, non-County agencies, and members of the public. Incumbents must have knowledge of principles and techniques of analysis and evaluation and the ability to apply this knowledge to issues or studies concerning the efficiency and effectiveness of program operations or administrative</p>

	support functions. Incumbents in this class are required to serve a one-year probationary period to demonstrate the ability to analyze and interpret data, and to demonstrate effective written and oral communication skills.
<b>Essential Job Functions</b>	<p>Plans and conducts studies of major departmental programs, operations, and administration to determine their effectiveness and the need for modification or changes in policies and procedures.</p> <p>Analyzes and makes recommendations for the solution of problems related to Countywide or departmental programs or administration.</p> <p>Develops and/or recommends policies, programs, or procedures to address Countywide or departmental problems or improve operations.</p> <p>Participates in Fellowship training sessions and conferences.</p> <p>Analyzes trends and forecasts and makes recommendations to management for long-range planning.</p> <p>Prepares reports for management which reflect performance and statistical data.</p> <p>Serves as a project manager or team leader of special projects. Plans, directs and reviews the work of staff assigned to the project.</p>
<b>Requirements</b>	<b>MINIMUM REQUIREMENTS:</b> A Master's degree or higher from an accredited college or university.*
<b>Physical Class</b>	<b>Physical Class II – Light:</b> Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.
<b>License(s) Required</b>	A valid California Class C driver license or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.
<b>Special Requirement Information</b>	<p><b>*Applicants who will meet the requirements by June 30, 2013, may also apply and must clearly state the expected date of graduation on the employment application to qualify. Such applicants will be withheld from certification until all requirements are met and a copy of the degree or official transcript is submitted. All other applicants must submit proof of graduation at any time during the examination process . A photocopy of diploma or photocopy of official transcript is acceptable.</b></p> <p><b>Applicants claiming Veteran's credit need to submit a copy of their DD214 form for review and consideration of additional points.</b></p>
<b>Accreditation Information</b>	<p><b>Accreditation:</b> Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as <u>American Universities and Colleges</u> and <u>International Handbook of Universities</u> are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by <u>The National Association of Credential Evaluation Services</u> or the Association of International Credential Evaluators, Inc. (AICE).</p>
<b>Examination Content</b>	<p><b>THIS EXAMINATION WILL CONSIST OF FIVE (5) PARTS:</b></p> <p><b>PART I:</b> Job Specific Questionnaire (JSQ) to pre-screen applicant's related education in meeting the MINIMUM REQUIREMENTS.</p>

Those applicants who show that they meet the MINIMUM REQUIREMENTS based on the JSQ responses will be eligible to proceed to Part II of the examination process. Candidates who failed to meet the MINIMUM REQUIREMENT based on the JSQ responses will be notified by U.S. mail.

**PART II:** An online unproctored Work Styles Assessment (WSA) written test weighted 25%. The WSA will measure deductive reasoning, professional potential, achievement, independence, influence, confidence & optimism, and reliability.

Applicants will receive instructions via email on when and how to log on and take the online unproctored written test.

Only applicants that achieve a passing score of 70% or higher on Part II will be invited to the in-person proctored written test (Part III).

The WSA written test will be tentatively administered from March 25, 2013 through April 5, 2013.

**PART III:** An in-person proctored written test weighted 25%. The written test will measure written expression, data analysis & decision-making, and reading comprehension.

Invitation letters for the in-person proctored written test will be sent via email.

The in-person proctored written test will be tentatively administered from April 29, 2013 through May 1, 2013.

Only applicants that achieve a passing score of 70% or higher on the combined scores for PART II and PART III will be invited to the structured telephone interview (PART IV).

**PART IV:** A structured telephone interview weighted 30%. The telephone interview will measure customer service, administration and management, active listening, time management, performance assessment, quality control analysis, oral expression, integrity, assertiveness, and attention to detail.

Invitation letters for testing may be sent via email.

Only applicants that achieve a passing score of 70% or higher on the structured telephone interview (Part IV) will be invited to the online, unproctored writing assessment (PART V).

**PART V:** An online unproctored writing assessment weighted 20%. The writing assessment will consist of English structure and content, written expression, and prioritizing information.

Applicants will receive instructions on when and how to log on and take the online, unproctored examination via email.

Applicants must meet the Minimum Requirements and achieve a final passing score of 70% or higher in order to be placed on the Eligible List. Applicants will be notified of their test results by U.S. mail. Scores cannot be given over the telephone.

**WRITTEN TESTS ARE NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19. IN ADDITION, REQUESTS FOR HANDSCORING FOR THIS EXAMINATION WILL NOT BE GRANTED.**

**TRANSFER OF SCORES:**

Applicants that have taken identical written test part(s) for other exams within the last 12 months, will have their written test responses for the identical test

part(s) automatically transferred to this examination. Candidates will be notified if their written test responses will be transferred.

This examination contains test parts that may be used in the future for new examinations. Your scores will be transferred to the new examination and may not be allowed to re-take any identical test parts for at least 12 months.

**Special  
Information**

Test preparation resources are available to help candidates prepare for employment tests. An interactive, Online Test Preparation System for taking practice tests may be accessed on the Department of Human Resources website at <http://hr.lacounty.gov>. Please click on Job Info Center, then click on Employment Test Preparation.

You can also access test preparation materials for PART II (online unproctored WSA written test) by going to [http://www.shldirect.com/practice\\_tests.html](http://www.shldirect.com/practice_tests.html). While these study guides will help in preparing for the test, we advise you to review ALL related materials that you deem necessary.

**Vacancy  
Information**

The eligible list resulting from this examination will be used to fill appropriate vacancies throughout County of Los Angeles departments.

**Eligibility  
Information**

The names of successful candidates will be placed on the Eligible List for a period of nine (9) months.

**Available Shift**

Any

**Application and  
Filing  
Information**

All applicants are required to submit a Standard County of Los Angeles Employment Application **ONLINE (via electronic submission) ONLY**.

Facsimile and hard copy applications will not be accepted.

Applicants must upload transcripts as attachments showing the required courses completed and degree conferred during the examination process. If you are unable to attach required documents, you must fax them to (213) 380-3681.

We must receive your application by 5:00 pm, PST, on the last day of filing.

**INSTRUCTIONS FOR FILING ONLINE:**

Apply online by clicking on the link above or below this bulletin that reads, **APPLY TO JOB**, so you can apply online and track the status of your application and get notified of your progress by email.

The acceptance of your application depends on whether you have **CLEARLY** shown that you meet the **MINIMUM REQUIREMENTS**. Please fill out the application completely and correctly to receive full credit for any job experience. For each job held, give the name and address of your employer, your job title, beginning and ending dates of employment, number of hours worked per week, salary earned, size of organization, number and composition of personnel supervised, scope of responsibilities, and functions managed. All information supplied by applicants is subject to verification.

Applicants may be rejected at any stage of the selection process.

**COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES:**

For candidates who may not have regular access to a computer or the Internet, applications can be completed on computers at public libraries throughout Los Angeles County.

**NO SHARING OF USER ID AND PASSWORD:** All applicants

must file their application online using their OWN user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

**SOCIAL SECURITY NUMBER:** All applicants MUST enter a valid social security number at the time of filing. Entering anything other than a valid social security (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

**County of Los Angeles  
Information**

**View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:**

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

**OR**

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

**Equal Employment Opportunity:** It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

<b>Department Contact Name</b>	Exam Analyst
<b>Department Contact Phone</b>	213-738-2080
<b>Department Contact Email</b>	rlowery@hr.lacounty.gov
<b>ADA Coordinator Phone</b>	213-738-2057
<b>Teletype Phone</b>	800-899-4099
<b>California Relay Services Phone</b>	800-735-2922
<b>Alternate TTY Phone</b>	800-897-0077
<b>Job Field</b>	Administration
<b>Job Type</b>	Professional

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